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S A M P L E

ARRANGEMENT

1. Training and Supervision

It will be the policy of <<Company name>> (the "Company") that health and safety information relevant to the work of the Company, whether full time, part time or temporary, shall be provided to all employees.

Ongoing training will be provided to all employees at all levels are:

- Competent to carry out their duties and use specialist tools or equipment.
- Aware of their health and safety responsibilities towards other staff members, residents or patients and the public.

Decisions relating to ongoing training will be reviewed on a regular basis. The person with day to day responsibility for health and safety will be responsible for identifying and implementing training needs. Records of the training will be kept in an individual file.

Checks will be made by the supplying company that temporary staff are competent to carry out the tasks allocated to them.

All employees will attend regular training to ensure they are familiar with all aspects of the safe use of moving and handling equipment. No member of staff either directly employed or temporary will be allowed to use equipment for which they are not trained.

2. Risk Assessments

(Reg. 3 Management of Health and Safety Regulations, 1999)

The management team will ensure that all activities undergo a suitable and sufficient Risk Assessment. The level of risk, and the preventative measures will be introduced, will be reviewed as needed.

3. Workplace Safety and Welfare

(The Workplace (Health, Safety and Welfare) Regulations, 1992)

The management will ensure that all activities undergo a suitable and sufficient Risk Assessment. The level of risk, and the preventative measures will be introduced, will be reviewed as needed.

4. Control of Substances Hazardous to Health

(COSHH 2002)

Where needed, Risk Assessments used will be kept at the main offices will instigate the principles of good practice in accordance with the Schedule 2A Regulation 7(7). No one will handle any substance without the specific consent of their Manager.

5. **Asbestos**

(Control of Asbestos at Work Regulations 2002)

The designated health and safety person will carry out a survey of the premises and an Asbestos Register will be maintained. If asbestos is found, their location and condition, and the date of the last survey, will be recorded. No remedial, maintenance or other work will be carried out that may disturb any known or suspected Asbestos without a specific Risk Assessment and Method Statement being provided by a specialist contractor.

6. **Manual Handling**

(Manual Handling Operations Regulations 1992)

The <<Registered Manager/designated person>> will ensure that all manual handling operations within the Home, taking into account the needs of individual service users. Wherever possible the use of mechanical lifting or moving aids in order to reduce the risk of injury to staff or patient being moved. Before in any case, adequate Risk Assessments are carried out and will ensure that the person moving that load and will ensure that the person moving that load is trained and competent.

7. **First Aid**

(Health and Safety (First Aid) Regulations 1981)

The Registered Manager shall ensure that there is adequate First Aid provision at all times. The person responsible for the assessment.

8. **Accident Reporting**

(Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013)

All accidents and incidents will be recorded and kept secure to comply with Data Protection Act 1998. Dangerous occurrences will be reported to the <<Registered Manager/designated person>> as soon as possible by the person involved.

Data Sheets of substances used will be kept at the main offices and will instigate the Management exposure as detailed in the Schedule 2A Regulation 7(7). No one will handle any substance without the specific consent of their Manager.

A survey is carried out on the premises and an Asbestos Register will be maintained. If asbestos is found, their location and condition, and the date of the last survey, will be recorded. No remedial, maintenance or other work will be carried out that may disturb any known or suspected Asbestos without a specific Risk Assessment and Method Statement being provided by a specialist contractor.

The <<Registered Manager/designated person>> will ensure that all manual handling operations within the Home, taking into account the needs of individual service users. Wherever possible the use of mechanical lifting or moving aids in order to reduce the risk of injury to staff or to any resident being moved. Before in any case, adequate Risk Assessments are carried out and will ensure that the person moving that load and will ensure that the person moving that load is trained and competent.

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9. **Electricity**

(Electricity at Work Regulations, 1999)

All portable electrical equipment will be checked before use. All equipment is to be visually checked before use. Any faulty or damaged items will be removed from use. All equipment used in public areas i.e. vacuum cleaners will be checked before use.

10. **Medicines and Controlled Drugs**

(Misuse of Drugs Act 1971 (as amended), Medicines Act 1968 (as amended), Directives 2002/98/EC, 2003/63/EC)

The Registered Manager will ensure that all medicines are stored in accordance with the law, including those held for residents/patients. Prescription medicines will only be used in accordance with any specific instructions. Trained staff will be responsible for the safe storage, handling, and disposal of medicines in accordance with the Medicines Regulations and Codes of Practice.

11. **Clinical Waste**

(The Controlled Waste (England and Wales) Regulations 2002, Equipment at Work Regulations 1999)

“Clinical waste” is defined as waste

(a) contains viable micro-organisms which are likely to cause disease in humans, or

(b) contains or is contaminated with a cytotoxic or chemotherapeutic pharmaceutical agent, or

(c) is a sharp, or a body fluid or other tissue) containing or contaminated with a cytotoxic or chemotherapeutic agent. The definition of clinical waste is set out in Council Directive 67/548/EEC on the classification, packaging and labelling of dangerous substances.

The Registered Manager will ensure that clinical waste is disposed of as per the “Health Technical Memorandum 07-01”.

12. **Water Safety**

(COSHH 2002 – r 7 & 9, Management of Health and Safety at Work Regulations, 1999)

Scalding. The Registered Manager will ensure that staff involved in bathing of residents/patients are adequately trained in the management of water temperature management, and that the water temperature is maintained at a safe level.

Legionella. The Registered Manager will ensure that a risk assessment is carried out to ascertain the presence of legionella bacteria within the Home. Upon completion of the assessment, appropriate controls will be put in place to prevent the spread of legionella bacteria.

action. All hand held tools will be checked before use. All equipment is to be visually checked before use. Any faulty or damaged items will be removed from use. All equipment used in public areas i.e. vacuum cleaners will be checked before use.

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12. **Personal Protective**

by that—

known or reliably believed to cause disease in humans,

is a biologically active

including human and animal tissue) containing or contaminated with a cytotoxic or chemotherapeutic agent. The definition of clinical waste is set out in Council Directive 67/548/EEC on the classification, packaging and labelling of dangerous substances.

disposed of as per the “Health Technical Memorandum 07-01”.

(COSHH 2002 – r 7 & 9, Management of Health and Safety at Work Regulations, 1999)

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implemented if needed. These may be 20° – 45° C, allowing water stagnation treatment techniques and maintaining

water is not left between tanks, using water supply system.

13. **General Work Equipment**

(The Provision and Use of Work Equipment Regulations 1998)

It will be the Registered Manager's responsibility to ensure that the Home:

that the Home:

- Provides suitable equipment (Reg. 4)
- Ensures that equipment will be in a safe, efficient state, in efficient working order and in good repair
- Ensures that all equipment is used as required by Regulation 6
- That the operators are competent (Regs. 8 & 9)

(Lifting Operations and Lifting Equipment Regulations 1998)

It will be the Registered Manager's responsibility to ensure that any equipment intended for the lifting, moving or other work is suitable for the intended use. All slings and hoists must be inspected before every use to check for damage, and thoroughly examined at least once a year by a competent person. Any hoist or slings found to be defective must be removed from service immediately until repairs can be effected.

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14. **Fire**

(The Regulatory Reform (Fire Safety) Order 2005)

It will be the responsibility of the Registered Manager to ensure that weekly tests are carried out on the fire alarm system and that a fire risk assessment is carried out regularly. The Registered Manager must ensure that fire extinguishers are available at all locations to be advised by the fire and rescue service. Fire extinguishers are to be checked annually by a specialist company.

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It will be the responsibility of all staff to ensure that fire doors are kept closed and that all routes to fire exits are kept clear.

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15. **Computer screens**

(The Health and Safety (Display Screen Equipment) Regulations, 1992)

The Registered Manager will ensure that health and safety assessments are carried out for all persons who use display screen equipment. The Registered Manager will consider the amount of time a person uses a VDU at their workstation and general working environment.

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16. **Personal Protective Equipment (PPE)**
(The Personal Protective Equipment Regulations 1992)

The Registered Manager will ensure that there is access to a sufficient supply of disposable non latex gloves/aprons when required.

17 **Infection Control**

The Registered Manager will ensure that all staff both trained and unqualified undergo regular training and are in possession of the most current cleanliness procedures of infection in the Home. Where practicable, disposable goods for single persons.

These arrangements and procedures will be reviewed when there is a change in circumstances, in work practices or the introduction of new equipment.

Name: <<Insert Full Name>>

Position:

Date: <<Date>>

Signature: